



**TOWN OF WESTFORD  
BOARD OF SELECTMEN**

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886  
Telephone (978) 692-5501 Fax (978) 399-2557

**MEETING AGENDA**

Tuesday, March 8, 2016

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Executive Session**  
To discuss strategy with respect to the Westford Superior Police Officers collective bargaining agreement as an open meeting may have a detrimental effect on the town's bargaining position.
2. 7:30PM **Call to Order**
3. 7:31PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**
  1. Announce the Human Resources Department's receipt of the Blue Cross Blue Shield Municipal Innovation Award for the town employee walking challenge campaign, and accept \$5,000 gift
  2. Announce the Director of Land Use Management Chris Kluchman's election to the College Fellows of the American Institute of Certified Planners
5. 7:35PM **Presentation of Recreation Department's Draft Masterplan, Request for Additional Space, Review of Proposed New Programs and Revised Fee Schedules Based Upon Increase in Minimum Wage - Patricia Savage, Director of Recreation, Parks, and Cemetery and Sandra Habe, Assistant Director of Recreation, Parks, and Cemetery.**
6. 8:00PM **Annual Town Meeting on April 2, 2016**  
Review and vote on the following articles:

ARTICLE 2	Approve Unpaid Bills from Previous Fiscal Year(s)	<i>Town Manager</i>
ARTICLE 3	Approve Fiscal Year 2016 Supplemental Appropriations	<i>Town Manager</i>
ARTICLE 4	Approve Fiscal Year 2016 Budget Transfers	<i>Town Manager</i>
ARTICLE 5	Appropriate Funds for the Westford Superior Officers Association to Fund the Fiscal Years 2014-2016 Contract Settlement	<i>Town Manager</i>

ARTICLE 6	Appropriate from Insurance Receipts Reserved for Repairs to the Westford Academy Building Located at 30 Patten Road	<i>Town Manager</i>
ARTICLE 7	Approve Capital Appropriations	<i>Capital Planning Committee</i>
ARTICLE 9	Authorize the Board of Selectmen to Dispose of the Town Farm Building Located at 35 Town Farm Road	<i>Board of Selectmen</i>
ARTICLE 10	Authorize the Selectmen to Enter a Lease for the Office and Programming Space for the Parks, Recreation, and Cemetery Departments and Appropriate Funds for the First Year of the Lease	<i>Board of Selectmen</i>
ARTICLE 11	Approve Community Preservation Committee Recommendations	<i>Community Preservation Committee</i>
ARTICLE 12	Authorize Revolving Funds	<i>Town Manager</i>
ARTICLE 13	Approve Fiscal Year 2017 Operating Budget	<i>Town Manager</i>
ARTICLE 15	Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund	<i>Water Commissioners</i>
ARTICLE 17	World Flag Resolution	<i>Citizen Petition</i>
ARTICLE 20	Westford, Polystyrene Disposable Food Container Restriction	<i>Citizen Petition</i>
ARTICLE 21	Amend Section 5.3 Signs, and Section 10.2 Definitions (Sign related definitions)	<i>Planning Board</i>
ARTICLE 22	Amend Section 10.2 Definitions	<i>Planning Board</i>
ARTICLE 23	Amend Appendix A: Table of Principal Uses	<i>Planning Board</i>

7. 9:00PM

**Old/New Business**

1. Request from the Cultural Council to appoint Anita Tonakarn-Nguyen with a term expiring June 30, 2018
2. Request from the Historical Commission to appoint Bruce Doran with a term expiring June 30, 2017

8. 9:05PM

**Consent Agenda- Request to approve the following**

Banner Request

1. Event: Apple Blossom Parade  
Organizer: Westford Kiwanis  
Applicant: Don Drew  
Event Date(s): May 10-18, 2016  
Banner Dates: May 3- 21  
Banner Placement: First Parish Church
2. Event: Annual Troop 437 Bike and Sporting Goods Sale  
Organizer: Boy Scout Troop 437 of Westford  
Applicant: Scott Parr  
Event Date(s): April 30, 2016  
Banner Date(s): April 23, 2016 – April 30, 2016  
Banner Placement: First Parish Church

Town Common Request

1. Event: Annual Troop 437 Bike and Sporting Goods Sale  
Organizer: Boy Scout Troop 437 of Westford  
Applicant: Scott Parr  
Event Date(s): April 30, 2016  
Event Times: 7:00AM to 3:00PM

9. 9:10PM

**Minutes for Approval**

For Release

1. Board of Selectmen, Regular Session on January 26, 2016

Not For Release

2. Board of Selectmen - Executive Session on February 9, 2016 at 7:00PM
3. Board of Selectmen - Executive Session on February 9, 2016 at 9:20PM

10. 9:15PM

**Board Reports/Updates**

11. 9:20PM

**Town Manager's Report**

1. Request to sign Bond Anticipation Notes for the Stormwater Masterplan and Redesign of Dunstable Road and Oak Hill Road Intersections with Groton Road.

12. 9:25PM

**Correspondence**

13. 9:30PM

**Adjournment**

**Board of Selectmen  
Correspondence  
March 8, 2016**

**Outgoing Correspondence:**

- |       |          |   |
|-------|----------|---|
| 12.01 | 3/2/2016 | Complete Streets Letter of Intent from Town Manager |
| 12.02 | 3/8/2016 | Letter of congratulations for Eagle Scout           |

**Incoming Correspondence:**

- |       |           |  |
|-------|-----------|--|
| 12.03 | 2/29/2016 | Letter from Elizabeth Fletcher Glenn RE Fletcher Tavern Assessment   |
| 12.04 | 2/29/2016 | Announcement of Eagle Scout Lukas Harrington, Troop 159  |
| 12.05 | 2/25/2016 | 495/MetroWest Partnership letter and Annual 2015 Report  |
| 12.06 | 2/22/2016 | Federal Emergency Management Agency (FEMA) Map Product (CID 250225)  |
| 12.07 | 2/25/2016 | Gutierrez Co Site Maintenance Logs for Tech Parks  |
| 12.08 | 2/22/2016 | Lowell Regional Transit Authority (LRTA) Advisory Board Meeting Notice for February 25, 2016                             |
| 12.09 | 2/24/2016 | Save the Date for Mass for Public Safety Personnel and Families on October 9, 2016 in Boston                             |
| 12.10 | 2/26/2016 | MassHousing final report of analysis of Tadmuck Partners LLC's cost examination  |
| 12.11 | 2/22/2016 | Stantec Consulting Services Inc. monitoring report of drinking water wells adjacent to former landfill                   |
| 12.12 | 2/26/2016 | Westford Against Substance Abuse (WASA) Last Night celebration thank-you and announcement                                |
| 12.13 | 2/26/2016 | Westford Community Access Television (CAT) 2015 draft Financial Statements   |
| 12.14 | 2/26/2016 | Westford CAT Certificates of Insurance   |
| 12.15 | 3/02/2016 | Stantec Landfill Gas Monitoring 1 <sup>st</sup> Quarter 2016 report  |
| 12.16 | 3/04/2016 | CMMCP Annual Reports Now Online  |
| 12.17 | 3/04/2016 | MA Department of Agricultural Resources - Nomination of Inspector of Animals   |
| 12.18 | 3/04/2016 | MA Department of Public Safety - Notice of Late Application- Fine Due  |
| 12.19 | 3/04/2016 | MA Emergency Management Agency and MA Department of Conservation and Recreation Notice Regarding Hazard Mitigation Grant |

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact  
Greg Johnson 978-692-5501 extension 1 or email to [gregjohnson@westfordma.gov](mailto:gregjohnson@westfordma.gov).*